



Midpeninsula Regional
Open Space District

R-16-100
Meeting 16-18
August 10

AGENDA ITEM 10

AGENDA ITEM

Determination of Compensability for Diversity Outreach Ad Hoc Committee Meetings

GENERAL MANAGER'S RECOMMENDATION

Discuss and determine whether the meetings of the Diversity Outreach Ad Hoc Committee should be compensable.

SUMMARY

On June 22, 2016, the Board approved formation of the Diversity Outreach Ad Hoc Committee, and President Kishimoto appointed Directors Harris, Kishimoto, and Riffle to serve on this Committee. Board Policy 1.04 (*Board Committees*) authorizes the Board to form ad hoc committees to study “specific matters and provide recommendations to the Board on such matters.” Additionally, Board Policy 6.03 (*Compensation of Directors and Payment of Expense*) states attendance at an ad hoc committee meeting shall be compensable when determined to be so by the Board. When forming the Diversity Outreach Ad Hoc Committee, the Board did not determine whether to make the committee’s meeting compensable. This item is before the Board so the determination may be made.

MEASURE AA

This is not a Measure AA project.

DISCUSSION

In December 2012, the Board discussed several changes to the Board Committee structure and charges in order to streamline the work of the committees and fold the work of the ad hoc committees into the charges of the standing committees. In February 2013, the Board approved several amendments to the Rules of Procedure to eliminate the former ad hoc committees and formalize the structure and charges of the five standing Board Committees. Ad hoc committees are required by the Brown Act to be temporary and have a defined purpose and a time frame to accomplish that purpose. Since the update to the Board’s Committee structure, several ad hoc committees have been formed and have since sunsetted or dissolved due to their temporary nature and/or completion of their assigned task. The Capital Finance Ad Hoc Committee (2013-14) meetings were compensable, but meetings of the Measure AA Implementation (2014-15), Board Retreat (Winter 2015), and Board Retreat (Fall 2015) ad hoc committees were not compensated. Prior to the Committee restructuring in 2013, all committees were compensable.

Per Board policy on *Compensation of Directors and Payment of Expenses*, the maximum allowable total compensation per Board member shall be one hundred dollars (\$100.00) per day and five hundred dollars (\$500.00) per calendar month, irrespective of the number of meetings attended each day or each month (Chapter 6, Policy 6.03). When forming the Diversity Outreach Ad Hoc Committee, the Board did not establish the committee as a compensable committee; a determination is requested at this time.

FISCAL IMPACT

If the Board determines the meetings of the Diversity Outreach Ad Hoc Committee are compensable, it may result in a modest fiscal impact. The Fiscal Year 2016-17 Budget does not include a specific allocation for this committee. However, the Budget may be sufficient depending on the total number of compensable meetings that are scheduled for the committee.

BOARD COMMITTEE REVIEW

This item was not previously reviewed by a Board Committee, and formation of the Diversity Outreach Ad Hoc Committee was approved by the full Board on June 22, 2016.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

If the Board determines the Diversity Outreach Ad Hoc Committee is compensable, the District Clerk will include attendance at the meetings on the Directors' Compensation Reports.

Attachments

1. R-16-81 Formation of the Diversity Outreach Ad Hoc Committee
2. Board Policy 1.04 *Board Committees*
3. Board Policy 6.03 *Compensation of Directors and Payment of Expenses*

Responsible Department Head:
Steve Abbors, General Manager

Prepared by:
Jennifer Woodworth, District Clerk/Assistant to the General Manager



Midpeninsula Regional
Open Space District

R-16-81
Meeting 16-14
June 22, 2016

AGENDA ITEM 5

AGENDA ITEM

Formation of the Diversity Outreach Ad Hoc Committee

GENERAL MANAGER'S RECOMMENDATION

Direct the formation of a new Diversity Outreach Ad Hoc Committee, and authorize the Board President to appoint three Directors to serve on the Diversity Outreach Ad Hoc Committee.

SUMMARY

At its May 25, 2016 meeting, the Board directed staff to return at a future Board meeting with a report to authorize formation of a Diversity Outreach Ad Hoc Committee to provide guidance in implementing the District's Strategic Plan Goal to "Develop and implement a comprehensive public outreach strategy utilizing the entire District organization, including the engagement of diverse communities and enhanced public education programs". The Diversity Outreach Ad Hoc Committee would be in place for a period of one year.

MEASURE AA

This is not a Measure AA project.

DISCUSSION

The Board's Strategic Plan has long-focused in building and strengthening diverse partnerships, increasing public outreach, and utilizing the entirety of the organization to accomplish these goals. The Board President has suggested formation of a Diversity Outreach Ad Hoc Committee to increase Board member involvement in increasing outreach to and involvement of diverse communities.

Board Policy 1.04 (*Board Committees*) authorizes the Board to form ad hoc committees to study "specific matters and provide recommendations to the Board on such matters." In order to increase the District's outreach to diverse partners and communities, the General Manager recommends the formation of an Ad Hoc Committee to provide guidance and assistance to the Board and staff on effective, creative strategies to encourage civic engagement of communities; promote efforts to build relationships with cultural groups and leaders; and advise and support District efforts to increase and continue public outreach to multicultural and diverse communities. Key items anticipated for discussion and involvement by the Committee include: promote and collaborate with non-profit community organizations and educational programs, engage with communities through public meetings to increase awareness about the District and

its projects, explore strategies to better reflect the diversity of the surrounding community in District activities and functions, and expand existing partnerships and enter into new, non-traditional partnerships to complete projects and improve programs that serve a diverse community.

FISCAL IMPACT

Formation of a new Diversity Outreach Ad Hoc Committee may result in a modest fiscal impact if the Board selects to make these meetings compensable. Per Board policy on *Compensation of Directors and Payment of Expenses*, the maximum allowable total compensation per Board member shall be one hundred dollars (\$100.00) per day and five hundred dollars (\$500.00) per calendar month, irrespective of the number of meetings attended each day or each month (Chapter 6, Policy 6.03). The new Fiscal Year 2016-17 Budget does not include a specific allocation for the proposed new Ad Hoc Committee. However, the Budget may be sufficient depending on the total number of compensable meetings that are scheduled next fiscal year.

BOARD COMMITTEE REVIEW

This item was not previously reviewed by a Board Committee.

PUBLIC NOTICE

Notice was provided pursuant to the Brown Act.

CEQA COMPLIANCE

This proposed action is not a project under the California Environmental Quality Act (CEQA) and no environmental review is required.

NEXT STEPS

Upon approval by the Board, Committee members would be appointed by the Board President.

Responsible Department Head:
Steve Abbors, General Manager

Prepared by:
Jennifer Woodworth, District Clerk/Assistant to the General Manager

Midpeninsula Regional Open Space District

Board Policy Manual

Board Committees	Policy 1.04 Chapter 1 – Administration & Government
Effective Date:	Revised Date: 11/13/13
Prior Versions:	

Committees of the Board

Upon passage of a motion by a majority of Board members in open session at a regular or special meeting, standing or ad hoc committees composed of less than a quorum of Board members may be established and members appointed for the study of specific matters and provide recommendations to the Board on such matters. Ad hoc committees are temporary committees established to accomplish a specified task, do not have permanent subject matter jurisdiction, and must sunset within a year. Standing committees have ongoing and permanent subject matter jurisdiction. The presiding officer of the Board shall appoint the committee members with the consent of the Board. The President may serve on standing and ad hoc committees, and as a voting alternate.

Standing Committees

The following shall be standing committees of the Board with subject matter jurisdiction to perform the designated duties as set out herein and as assigned by the Board:

- (a) Action Plan and Budget Committee: Reviews the proposed budget and any required midyear budget amendments; makes budget recommendations to the Board; reviews Action Plan and Strategic Plan implementation; and receives reports from the District Controller concerning investments of District funds and current and long-term fiscal analyses.
- (b) Legislative, Funding and Public Affairs Committee: Reviews and makes recommendations to the Board on the proposed two-year legislative program; reviews policy matters related to the Board Policy Manual and other Board policies and regulations as assigned by the Board; reviews matters concerning District funding, public affairs, and outreach; and reviews requests for naming District facilities, lands and preserves.
- (c) Planning and Natural Resources Committee: Reviews Use and Management Plans, Resource Management Plans, amendments, and issues (including consistency with related Board policies; conducts site tours relating to these matters as needed (includes trail use, facilities, structures, and resource management items).
- (d) Real Property Committee: Reviews leases; reviews consistency with Board rental policies concerning District real property; conducts site tours for potential real property purchases and disposition of structures at time of purchase.

The Real Property Committee set forth the following guidelines for site tours of real property purchases:

1. Properties of regional significance
2. Coastal properties
3. Conservation partnership projects
4. Grant funded projects
5. Properties with known strong public interest
6. Large properties
7. Properties with significant habitable structures
8. Properties with significant or unique use and management issues

The Real Property Committee set forth the following guidelines for not holding site tours:

1. Remote properties with poor roadway access
2. Properties with existing hazardous or unsafe conditions
3. Property owners not willing to have a public tour at their property
4. Small, minor or inholding properties

(e) Board Appointee Evaluation Committee: Reviews performance and employment contracts of Board appointed employees: General Manager, General Counsel, and District Controller.

Other matters may be referred to an appropriate Standing Committee with prior approval of the Board. Such matters shall first be placed on a Board agenda by any Board Member or the General Manager for Board approval.

The General Manager may also refer matters directly to an appropriate Standing Committee as needed to implement the District's Action Plan.

Three Board members shall be appointed to serve on each standing committee.

Appointments to the Action Plan and Budget Committee shall normally be made at the first regular meeting in January. The Treasurer shall be one of the three members of the Action Plan and Budget Committee.

Appointments to the Board Appointee Evaluation Committee shall include the Board President and Vice President as two of the three members of the Committee.

Appointments to other standing committees shall be made at the first regular meeting following the meeting at which officers of the Board are elected.

Standing Committee Meeting Notification

Agendas for meetings of standing committees of the Board shall be posted in a location that is freely accessible to members of the public and posted on the District's website at least 72 hours before the meeting. The agenda shall include the time and location for the meeting and a brief description of each item of business to be transacted or discussed at the meeting. Whenever

possible, notices of standing committee meetings shall also be listed in advance on agendas for regular or special Board meetings. Agendas for standing committee meetings shall be forwarded to each person who usually receives an agenda for regular meetings and to each person who has requested notification of meetings of a particular committee.

Midpeninsula Regional Open Space District

Board Policy Manual

Compensation of Directors and Payment of Expenses	Policy 6.03 Chapter 6 - General
Effective Date:	Revised Date: 11/13/13
Prior Versions:	

Public Resources Code § 5536 and 5536.5.

Members of the Board shall receive one hundred dollars (\$100.00) for each attendance at a Board meeting. A Board meeting includes a special meeting, a continued meeting, a closed session, a public hearing, or a meeting of a standing committee of the Board. Attendance at an ad hoc committee meeting shall be compensable when determined to be so by the Board. Only Board members, who are members of the committee, or authorized substitutes appointed by the presiding officer, may be compensated for attendance at the meeting. A committee of the Board includes a committee of one and Board-appointed representatives on a committee established by other organizations. The maximum total compensation per Board member allowable under this section shall be one hundred dollars (\$100.00) per day and five hundred dollars (\$500.00) per calendar month.